

**CINCINNATI CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Students Not Received at Departure</b>	
Procedure No.	Eff. Date: 05/01/20
Implements Board Policy(ies) 8600.01 "Supervision of Transported Students"	Last Reviewed: 05/01/20

**1. Background**

*Describe relevant background to the implementation of the policy.*

The Department of Pupil Transportation Services primary responsibility is to ensure the health and safety of all students, employees, and community partners while utilizing transportation services for school/home, and extracurricular events. Currently CPS has four (4) authorized vendors (First Student Transportation, Petermann Transportation, Queen City Transportation, and Universal Transportation Services) that execute services on the behalf of the District on yellow bus.

CPS Access Pupil Transportation Service requires the authorized contracted vendors to have current rosters and seating charts for every bus route to be able to identify the students on the bus. The Ohio Pupil Transportation Operation and Safety Rules code 3301.83.11 School bus inspections, the bus driver is required to perform a post trip check. At the conclusion of each route or trip, the driver shall ensure all passengers have left the bus visually inspecting each seat position.

CPS Access Pupil Transportation Service will implement the following procedures for students who are kept in vehicles due to parents or designee not being at dropoff locations to receive kindergartner(s) and students with disabilities.

**2. Responsibilities**

Title: Director of Pupil Transportation Services	
Address: 2651 Burnet Ave	
Phone: 513-363-0343	Cell phone: 513-680-4869
<i>Describe responsibilities:</i>	
1. Ensures the safest, least restrictive mode of transportation is consistently	

<p>provided for students as determined by the District.</p> <ol style="list-style-type: none"> <li>2. Advises District leadership on service implication that can potentially impact the educational experience of students.</li> <li>3. Authorize the contracted vendor(s) to deliver student(s) to 241-KIDS.</li> <li>4. Ensures implementation of this procedure with fidelity.</li> <li>5. Ensures annual review for necessary revisions.</li> </ol>
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Title: Transportation Operations Supervisor	
Address: 2651 Burnet Ave	
Phone: 513-363-0327	Cell phone: 513-485-5180
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> <li>1. Authorize the contracted vendor(s) to deliver student(s) to 241-KIDS.</li> <li>2. Ensure implementation of this procedure with fidelity.</li> <li>3. Organizes annual review for necessary revisions.</li> </ol>	

Title: Transportation Specialist	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone: N/A
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> <li>1. Authorize the contracted vendor(s) to deliver student(s) to 241-KIDS.</li> <li>2. Ensures implementation of this procedure with fidelity.</li> </ol>	

Title: Transportation Router	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone: N/A
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> <li>1. Authorize the contracted vendor(s) to deliver student(s) to 241-KIDS.</li> <li>2. Ensures implementation of this procedure with fidelity.</li> </ol>	

Title: Authorize Contracted Vendor	
Address: 2651 Burnet Ave	
Phone: 513-363-7433	Cell phone:
<i>Describe responsibilities:</i> <ol style="list-style-type: none"> <li>1. Ensures the safest, least restrictive mode of transportation is consistently provided for students as determined by the District.</li> <li>2. Advice CPS Access Pupil Transportation staff of the identified student(s) left on a bus route.</li> <li>3. Ensures implementation of this procedure with fidelity.</li> <li>4. Ensures annual review for necessary revisions.</li> </ol>	

**3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*

**Process Steps:**

**I. Driver**

- A. Identifies student(s) not received
- B. Contacts dispatch

**II. Dispatch**

- A. Calls the emergency contacts from Versatrans Database
  - 1. If emergency contact is reached, make arrangements to drop off student
  - 2. If emergency contact is not reached, contact CPS Access Pupil Transportation staff

**III. CPS Access Pupil Transportation Staff**

- A. Checks Powerschool for additional emergency contact information
  - 1. If there is additional emergency contact and the contact is reached, make arrangements to drop off student
  - 2. Contact dispatch to report the arrangement
  - 3. If there is no additional emergency contact information advise dispatch to contact 241-KIDS to deliver the student to their facility.

See the Student Not Received process map for the process steps.

**4. Equity Considerations**

*Describe any equity considerations relevant to the implementation of this policy.*

**5. Related Documents / Forms**

Document Title	Description	Last Reviewed
1.	<a href="#"><u>Student Not Received Process</u></a>	

2.	<a href="#">3301-83-11 School Bus Inspection</a>	
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**6. Additional Information**

*Describe any additional information relevant to the implementation of the policy.*